

DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
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Reference: 01-04	Effective Date: May 15, 1984	Revision Date: June 26, 1998
SUBJECT: DEPARTMENT CONTRACT POLICY		

No Division, Office or Institution within the Department of Human Services shall enter into agreements with providers to purchase items or services without completing the procurement process. All necessary contracts, letters of agreement and amendments must be signed and have a contract number assigned before items can be purchased or services rendered. All contracts (service provider, subrecipient, vendor), letters of agreement and amendments must be complete before service providers and vendors are paid. Division, Office, Institution and Regional Directors are responsible to ensure that contracts, letters of agreement and amendments are complete before any payments are made.

Utah Procurement Code requires that services, equipment and items in excess of the Procurement limit of \$2,000.01 must be obtained through the state bidding process (Request for Proposal). Department Purchasing Agents have a delegation of authority to approve DHS-specific service provider contracts regardless of cost and purchases of sole source proprietary publications (work books, pamphlets, videos) up to \$5,000.00.

Sole source procurement must receive prior approval before entering into any service provider or vendor contract. DHS-specific client-related services approval may be granted through the Purchasing Agent in the Department Bureau of Finance. Non-client sole source prior approval must be obtained from State Purchasing.

Contracts, amendments and letters of agreement which do not use Department approved format or which are not fully signed and numbered may not be recognized by the Department as legal documents. Divisions, Offices and Institutions shall use the Department approved format, submit documents to the Department contract unit and obtain a completed, signed and numbered contract or amendment before authorizing service delivery or payment. Compliance with the Department contract policy is the responsibility of each Division, Office or Institution.

Robin Arnold-Williams

Robin Arnold-Williams, Executive Director
Department of Human Services

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